



**RESOLUTION
2022-019**

A Resolution to Authorize Personnel Action

WHEREAS, action is needed to fill the vacancy of the Town Clerk position created by promotion of the previous Town Clerk; and

WHEREAS, the following position was previously advertised to solicit the best candidates for service to the Town of Townsend; and

WHEREAS, Ms. Mariaelena Rivera meets and exceeds the requirements for the position, including over five years of administrative experience and over three years as a municipal clerk;

WHEREAS, the following individual has been recommended by the Town Council Human Resources Chair and the Town Manager after due consideration of qualified applicants.

NOW AND THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF TOWNSEND, DELAWARE ON AUGUST 24th, 2022,

- 1.) That Ms. Mariaelena Rivera, be hired as a full time Town Clerk in accordance with Article 7, Section 7.4 *et al* of the Town of Townsend Charter. Compensation is to be at a Full-Time salaried rate of \$52,000.00 plus benefits as outlined in the Employee Handbook upon successful completion of her probationary period.
- 2.) Ms. Mariaelena Rivera will report to the Town Manager. Ms. Rivera is expected to begin employment on or about September 1st, 2022.

IN WITNESS WHEREOF, I hereunto set my hand and caused the Seal of the Town of Townsend to be affixed on this 24th Day of August 2022.

Passed and Approved This 24th Day of August 2022.

TOWN OF TOWNSEND

Scott Lobdell, Mayor

ATTEST:

Antonina Tantillo, Town Manager

Vote of Council	Yea	Na	Abs
Mayor S. Lobdell			
CM E. Dugan			
CM J. Mertz			
CW L. Clarke			
CW S. Rojas			